

Job Opportunity Bulletin: 03-056 – 03-058
Final Filing Date: December 18, 2003 or
Until filled.

Position:

Compliance Officer, HFC

Salary:

\$5089 - \$6186

Location:

Office of Statewide Health Planning & Development
Facilities Development Division
Los Angeles Office

FREEZE EXEMPTION APPROVED

Duties:

Under the general direction of the Regional Compliance Officer, the incumbent enforces health care facility construction standards as contained in Title 24, California Code of Regulations, monitors the work of private sector certified resident inspectors, and advises project participants on construction methods, techniques and materials, and code related matters. *Recruiting to fill three positions in Southern California.*

- Conducts field evaluations and observations of construction projects; advises inspectors-of-record on health facility construction projects and enforces construction standards as contained in Title 24; Prepares written reports of all site visits; maintains records from date of start to completion of project. Consistently cites code authority for all proposals, plans and construction deemed to violate adopted building codes; advises project architects, engineers and contractors and facility administrators on code related matters. Performs other related duties, such as participating in pre-design and construction conferences.
- Performs triage of post approval documents in the field. Performs field review of change orders, instruction/field bulletins, deferred approvals and small projects. Coordinates reviews with the appropriate regional architects, engineers, and fire life safety officers as necessary.
- Monitors the work of private sector certified resident inspectors and advises inspectors-of-record on code related matters. Assists inspectors-of-record in setting up field offices; advises inspectors-of-record on the proper procedures for filing construction documents with OSHPD.

Desirable Qualifications:

- Excellent written and oral communication skills.
- Knowledge of Title 24, California Code of Regulations.
- Excellent interpersonal skills.
- Working knowledge of computers and applicable software programs.
- Ability to evaluate the work of others.
- Clean driving record. *Must submit an official driving history from the California Department of Motor Vehicles prior to appointment.*

Who May Apply:

Applications will be accepted from candidates currently eligible for lateral transfer or list appointment (Applicants with list appointment should attach a copy of their notice of test results), or who meet the minimum qualifications for appointment (pending competition in a state civil service examination). The minimum qualifications are two years of experience in the California State service performing difficult construction or modification of a full range of health facilities or other complex, multistoried buildings at a level not less than that of Construction Supervisor I; **OR** Four years of experience as the representative of an architect, engineer, or building owner performing full-time technical inspection or supervision of general building construction projects. (Experience working as a full-time technical inspector or supervisor for an architect, engineer, or owner of a building under construction may be substituted on a year-for-year basis.) (Experience as a plan checker or field inspector for a city or county building department may substitute for up to one-half of the required experience on a year-for-year basis.); and the equivalence of graduation from college with major work in engineering or architecture. (Additional qualifying experiences may substitute for education on a year-for-year basis.) Appointments are subject to SROA and State surplus policies. Only the most qualified candidates will be interviewed.

Interested parties should submit a standard State application form #678 and a resume to:

OSHPD - Facilities Development Division
Attention: Nikole Freeman (**Job Opp #03-56 – 03-58**)
1600 Ninth Street, Room 420
Sacramento, CA 95814
For further information contact John Donelan at (213) 897-7961.